

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System NASH COUNTY ABC BOARD

ABC Employees

1. How many employees does your ABC system have? full-time 21 part-time 17
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME MICHAEL A. MURRAY TITLE General Manager
SALARY \$ 68284.93 BONUS \$ 1313.17 BENEFITS Yes ☒ No ☐ HIRE DATE 04/18/1994

NAME DAVID B. WOOTEN TITLE LAW ENFORCEMENT
SALARY \$ 49774.99 BONUS \$ 957.21 BENEFITS Yes ☒ No ☐ HIRE DATE 11/01/2003

NAME RANDY W. CARROL TITLE WAREHOUSE MANAGER
SALARY \$ 42191.64 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 10/12/1987

NAME ROSANNE S. KINSEY TITLE BOOKKEEPER
SALARY \$ 37386.15 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 05/01/1987

NAME CHARLES SYKES TITLE MGR/CLERK STORE #3
SALARY \$ 33527.34 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 09/01/1995

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME MICHAEL A. MURRAY TITLE General Manager
SALARY \$ 65033.27 BONUS \$ 1250.64 BENEFITS Yes ☒ No ☐ HIRE DATE 04/18/1994

NAME DAVID B. WOOTEN TITLE LAW ENFORCEMENT
SALARY \$ 47404.75 BONUS \$ 911.63 BENEFITS Yes ☒ No ☐ HIRE DATE 11/01/2003

NAME WES YOUNG TITLE MGR/CLERK Store #3
SALARY \$ 41415.39 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 09/17/1979

NAME RANDY W. CARROL TITLE WAREHOUSE MANAGER
SALARY \$ 40182.51 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 10/12/1987

NAME BENJAMIN Boddie TITLE MGR CLERK STORE #8
SALARY \$ 37720.98 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 12/01/1977

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME MICHAEL A. MURRAY TITLE General Manager
SALARY \$ 60778.76 BONUS \$ 1168.82 BENEFITS Yes ☒ No ☐ HIRE DATE 04/18/1994

NAME DAVID B. WOOTEN TITLE LAW ENFORCEMENT
SALARY \$ 45147.38 BONUS \$ 868.22 BENEFITS Yes ☒ No ☐ HIRE DATE 11/01/2003

NAME Wes YOUNG TITLE MGR/CLERK Store #3
 SALARY \$ 39633.70 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 09/17/1979

NAME RANDY MCARROLL TITLE WAREHOUSE Manager
 SALARY \$ 37553.75 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 10/12/1987

NAME Benjamin BODDIE TITLE MGR/CLERK Store #8
 SALARY \$ 35924.74 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 12/01/1977

3. Please attach a list of the benefits you pay to your 5 highest paid employees.
4. List the names of your board members and their annual board compensation for Fiscal Year 2009
Lemuel Randolph Holoman \$2100.00 - Julia Congleton-BRYANT \$1500.00
BARDEN WINSTEAD \$1500.00 JOHN S. EDWARDS \$1500.00 GEORGE W. HILL \$1500.00
- Fiscal Year 2008
Lemuel Randolph Holoman \$2100.00 - Julia Congleton-BRYANT \$1500.00
BARDEN WINSTEAD \$1500.00 JOHN S. EDWARDS \$1500.00 GEORGE W. HILL \$1500.00
- Fiscal Year 2007
Lemuel Randolph Holoman \$2100.00 - Julia Congleton-BRYANT \$1500.00
BARDEN WINSTEAD \$1500.00 JOHN S. EDWARDS \$1500.00 MAURICE MASSEY \$1500.00
5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____
6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____
7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? ☒ Please attach a copy.
MANUAL Revised August 24, 2006
8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.
9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒
10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐
11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? ☒ Please attach a copy. ARTICLE III Section 4
MANUAL Revised August 24, 2006
12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☐ If yes, when was it instituted? _____ Please attach a copy.
13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____
14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$6,220.08

Submitted by Name Michael A. MURRAY Title: GM/LE Date: 11-28-09

**TO: Michael A. Murray
Nash County ABC Board
1206 Eastern Avenue
Nashville, North Carolina 27856**

**I have received and read the Revised copy of the Nash County ABC
Board's PERSONNEL RESOLUTION MANUAL, adopted by the
Board on**

August 24, 2006.

(Date)

(Employee Signature)

**TO: Michael A. Murray
Nash County ABC Board
1206 Eastern Avenue
Nashville, North Carolina 27856**

**I have received and read the Revised copy of the Nash County ABC
Board's PERSONNEL RESOLUTION MANUAL, adopted by the
Board on**

August 24, 2006

(Date)

(Employee Signature)

TRAVEL POLICY

Sections I through 9 of this Article will be applicable to permanent, full-time employees, General Manager and Nash County ABC Board members.

All personnel Law Enforcement, General Manger and Nash County ABC Board members that attend North Carolina State ABC conventions are required to attend all meetings.

All personnel, Law Enforcement, General Manager and Nash County ABC Board members that attend National ABC conventions are required to attend all meetings that pertain to North Carolina.

SECTION I. Authorization.

Travel on official Nash County ABC Board Business outside of the state must be authorized by the Nash County ABC Board. A request for travel must describe the travel requested, the purpose of the trip, the period of time away from the Nash County ABC Board, and approval of the Nash County ABC Board.

SECTION 2. Reimbursement for Mileage.

Nash County ABC Board employees, General Manager and Nash County ABC Board members traveling away from Nash County on official business will be reimbursed as follows:

- (a) travel by Nash County ABC car, Nash County ABC Board pays total cost of operation and maintenance;
- (b) travel by personal car, thirty two and one half (32 ½) cents per mile or current rate allowed by IRS; mileage is determined by the mileage chart;

- (c) travel by public conveyance with the prior approval of the Nash County ABC Board, the actual cost of the fare;
- (d) Mileage for travel will be paid for the shortest usually traveled route.

SECTION 3. Room and Board and Special expenses.

- (a) Living expenses and meals for General Manager, law enforcement, Board members will be authorized only for trips lasting overnight or longer.
- (b) Employees (law enforcement and General Manager) will be expected to commence the return to the Nash County ABC Board as soon as practical after the conclusion of their business.
- (c) Personnel traveling away from Nash County on official business will be compensated for all room and board and meals paid for out of pocket.
- (d) Employees and Board members will be reimbursed for the actual cost of special expenses paid by them from their personal funds, such as parking fees, tolls, registration fees, and other related expenses.
- (e) Transportation for spouses and or guests of Board members, General Manager, law enforcement and Nash County ABC employees' spouses and/or guest will not be paid for by Nash County ABC Board.

SECTION 4. Expense Statement Required.

- (a) Employees and Board members traveling on a reimbursable basis for the Nash County ABC Board will keep an accurate record of their expenses. No reimbursement will be paid without written travel claim signed by employee or Board member; receipts for the cost of hotel and travel

expenses, and for any special expenses must be attached to the written claim.

SECTION 5. Expenses Not Reimbursable.

- (a) Alcoholic beverages, personal telephone calls, rented movies, golf, sightseeing tours, etc...will not be paid by the Nash County ABC Board. (Sightseeing tours and golf tournaments will be paid by the Nash County ABC Board only if it is included in the package from the NABCA.)
- (b) Meals that exceed the price of the meals in the NABCA package will not be reimbursed.
- (c) Expenses for children will not be reimbursed.
- (d) Mileage for several members on one vehicle will not be reimbursed. The driver of the vehicle only will be reimbursed. Anyone riding in the Nash County ABC Board car will not be reimbursed for mileage. The driver of the Nash County ABC Board car has access to a credit card. If for any reason the credit card can not be used, the driver will be reimbursed for out of pocket gas expense.

SECTION 6. Short Trips.

When an employee or Board member is away from the Nash County on official business not requiring overnight absence, employee or Board member will be reimbursed for meals and for special expenses incurred. The employee or Board member will keep an accurate record of all expenses, his time of departure to and from destination, and his time of return. No reimbursement will be paid without

written travel claim signed by the employee or Board member; receipts for expenses that are in excess of \$25.00 must be attached to the claim.

SECTION 7. Reimbursement for Training Expense. When an employee or Board member enters into an approved job-related training program, the Nash County ABC Board will pay for such expenses as tuition and books. The employee or Board members will not be expected to pay for these expenses out of pocket. In addition, the employee or Board members will be covered by all rules and regulations as outlined in Sections 1-9 of this Article.

SECTION 8. Status of Employees or Board Members While Traveling.

Participation in official out-of-town business meetings, authorized training courses, and authorized professional conference, is “time worked” for the purpose of computing wages for employees eligible for overtime compensation. Travel away from home is work time when it cuts across such an employee’s normal workday. The employee is simply substituting travel for other duties. The time is not only hours worked during normal workdays but also during the corresponding hours on nonworking days.

SECTION 9. Workmen’s Compensation.

Employees of the Nash County ABC Board absent from the county on official business, or in training courses or professional meetings, will be covered by workmen’s compensation insurance in accordance with the North Carolina Workmen’s Compensation Act and Nash County ABC Board’s workmen’s compensation insurance policy.

SECTION 3. Qualification Standards. Employees will meet the employment standards established by the Nash County ABC Board.

SECTION 4. Limitation on Employment of Relatives. No local board shall employ in any capacity any person related to a local board member or member of any other authority that appoints members of the local board by blood to a degree of first cousin or closer, nor shall the spouse of any board member be employed by the board. REFERENCE: ABC Commission Rules 02R Section .1000 #.1008b.

SECTION 5. Probationary Period. All appointments to full-time positions will be for a probationary period of three (3) months. Before the completion of the probationary period, the Store Manager will discuss with the General Manager the individuals work performance.

- a) that he has discussed the new employee's progress (accomplishments, strengths, failures and weaknesses) with the employee, and
- b) whether the new employee is performing satisfactory work,
- c) whether the employee's probationary period should be extended three months, or
- d) whether the employee should be discharged,
- e) whether the employee should be retained.

If retained, the employee will be considered a permanent employee. An employee may be dismissed during the probationary period at any time if the Store Manager and General Manager believe that the employee is not capable of doing his or her assigned duties.

CLAUSE 3.5(3)-DISCLAIMER ONLY

THESE PROCEDURES AND POLICIES ARE NOT A BINDING EMPLOYMENT CONTRACT BUT OFFER A SET OF GUIDELINES FOR THE IMPLEMENTATION OF THESE PROCEDURES AND POLICIES. THEY ARE SUBJECT TO CHANGE FROM TIME TO TIME AND DO NOT CONFER ANY OBLIGATION OF THE NASH COUNTY ABC BOARD OR RIGHT TO EMPLOYMENT. THE NASH COUNTY ABC BOARD EXPLICITLY RESERVES THE RIGHT TO MODIFY ANY OF THE PROVISION OF THESE PROCEDURES AND POLICIES AT ANY TIME AND WITHOUT NOTICE.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System NEW HANOVER

ABC Employees

1. How many employees does your ABC system have? full-time 39 part-time 1
other _____
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>W.R. Williams</u>	TITLE <u>ADMINISTRATOR</u>
SALARY \$ <u>214,760</u> BONUS \$ <u>30,000</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>3-1-1968</u>
NAME <u>Bradley Williams</u>	TITLE <u>Asst Admin</u>
SALARY \$ <u>196,606</u> BONUS \$ <u>20,000</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-1-1994</u>
NAME <u>Billie Connor</u>	TITLE <u>OFFICE MGR</u>
SALARY \$ <u>73,086</u> BONUS \$ <u>5,000</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>11-15-1972</u>
NAME <u>MARY CAIN</u>	TITLE <u>INV Comptroller</u>
SALARY \$ <u>69,688</u> BONUS \$ <u>5,000</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>12-1-1979</u>
NAME <u>Helen Farmer</u>	TITLE <u>Store MGR</u>
SALARY \$ <u>56,836</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>5-28-1979</u>

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME <u>WR Williams</u>	TITLE <u>ADMINISTRATOR</u>
SALARY \$ <u>196,500</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____
NAME <u>Bradley Williams</u>	TITLE <u>Asst. Admin</u>
SALARY \$ <u>97,506</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____
NAME <u>Billie Connor</u>	TITLE <u>OFFICE MGR</u>
SALARY \$ <u>69,564</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____
NAME <u>MARY CAIN</u>	TITLE <u>INV Comptroller</u>
SALARY \$ <u>66,330</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____
NAME <u>Helen Farmer</u>	TITLE <u>Store MGR</u>
SALARY \$ <u>54,098</u> BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME <u>W.R. Williams</u>	TITLE <u>ADMINISTRATOR</u>
SALARY \$ <u>172,050</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____
NAME <u>Bradley Williams</u>	TITLE <u>Asst. Admin</u>
SALARY \$ <u>82,500</u> BONUS \$ _____	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME BILLIE CONNOR TITLE OFFICE MGR
SALARY \$ 66212 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME MARY CAIN TITLE INV. COMPTROLLER
SALARY \$ 63134 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME HELEN FARMER TITLE STORE MGR
SALARY \$ 51792 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

LONGEVITY, VACATION, SICK, PTO, HRL., RETIREMENT, HLTH, LIFE *ff 12-2-09*

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

CHARLES WELLS 3000 STEVE CULBRETH 2400
RICHARD HANSON 2400

Fiscal Year 2008

CHARLES WELLS 3000 STEVE CULBRETH 2400
RICHARD HANSON 2400

Fiscal Year 2007

CHARLES WELLS - 2400/3000 STEVE CULBRETH 2400 (July 17)
DON ZEAR FOSS - 3000 - went off July - Wells took over CHAIRMAN
RICHARD HANSON 2400 (July 17)

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☒ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy. *Every year*

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 4737.48

Submitted by Name [Signature] Title: ADMINISTRATOR Date: 12/4/09

Lee, Laurie

From: New Hanover ABC [newhanoverabc@nhcab.com]
Sent: Tuesday, December 08, 2009 9:52 AM
To: Lee, Laurie

Longevity 2008

W. R. Williams	16107.00
Brad Williams	2665.00
Billie Connor	5481.45
Mary Cain	1352.45
Helen Farmer	3381.13

SALARY SCHEDULE 2009--2010

	TRUCK DRIVER	CLERK	MGR I	MGR II	INV. CON	OFF.MGR
1.	25663 12.34	29374 14.12	34112 16.40	37353 17.96	42675 20.52	44756 21.52
2.	26305 12.65	30108 14.48	34965 16.81	38287 18.41	43742 21.03	45875 22.06
3.	26963 12.96	30861 14.84	35839 17.23	39244 18.87	44836 21.56	47022 22.61
4.	27637 13.29	31633 15.21	36735 17.66	40225 19.34	49320 23.71	51724 24.87
5.	28328 13.62	32424 15.59	37653 18.10	41231 19.82	50553 24.30	53017 25.49
6.	29036 13.96	33235 15.98	38594 18.55	42262 20.32	51817 24.91	54342 26.13
7.	29762 14.31	34066 16.38	39559 19.02	43319 20.83	53112 25.53	55701 26.78
8.	30506 14.67	34918 16.79	40548 19.49	44402 21.35	54440 26.17	57094 27.45
9.	31269 15.03	35791 17.21	41562 19.98	45512 21.88	55801 26.83	58521 28.14
10.	32051 15.41	36686 17.64	42601 20.48	46650 22.43	57196 27.50	59984 28.84
11.	32852 15.79	37603 18.08	43666 20.99	47816 22.99	58626 28.19	61484 29.56
12.	33673 16.19	38543 18.53	44758 21.52	49011 23.56	60092 28.89	63021 30.30
13.	34515 16.59	39507 18.99	45877 22.06	50236 24.15	61594 29.61	64597 31.06
14.	35348 17.01	40495 19.47	47024 22.61	51492 24.76	63134 30.35	66212 31.83
15.	36232 17.42	41507 19.96	48200 23.17	52779 25.37	64712 31.11	67867 32.63
16.	37138 17.85	42545 20.45	49405 23.75	54098 26.01	66330 31.89	69564 33.44
17.	38066 18.30	43609 20.97	50640 24.35	55450 26.66	67988 32.68	71303 34.28
18.	39018 18.76	44699 21.49	51906 24.95	56836 27.33	69688 33.50	73086 35.14
19.	39993 19.23	45816 22.03	53204 25.58	58257 28.01	71430 34.34	74913 36.02
20.	40993 19.71	46961 22.58	54534 26.22	59713 28.71	73216 35.20	76786 36.92

SECTION 16. LOCAL GOVERNMENTAL EMPLOYEES' RETIREMENT SYSTEM. All employees who work 1,000 scheduled hours-plus per year shall be required to join the Local Governmental Employees' Retirement System as a condition of employment.

SECTION 17. OUTSIDE EMPLOYMENT. The work of the New Hanover County ABC System shall take precedence over all other occupational interests of its employees. All outside employment for salary, wages, or commissions and all self-employment must be reported to and approved by the Administrator. Conflicting outside employment shall be grounds for dismissal

SECTION 18. POLITICAL ACTIVITY. Employees shall not engage in partisan political activities, either directly or indirectly, while in the performance of their duties or while traveling at system expense nor shall an employee use his official position for such partisan political purposes.

SECTION 19. GIFTS AND ENTERTAINMENT. No member or employee of the Board shall require gifts of intoxicating liquor or any other thing of value from any person, firm or corporation engaged in the production, sale or distribution of intoxicating liquor. No such member or employee shall accept any gift (or anything of value) from a permittee or representative thereof where the member or employee knows or it is obvious that a purpose of the gift is to influence the member or employees in the performance of duties with the Board.

No employee shall permit himself to be entertained at the expense of any person, firm or corporation engaged in the production, sale or distribution of alcoholic beverages, except in a official capacity as the representative of the Board.

SECTION 20. DISCLOSURES OF CONFIDENTIAL INFORMATION. No official or employee shall disclose confidential information concerning the property, government or affairs of the system. The purpose of this provision is to insure that no official, employee or private citizen shall use any confidential information concerning the property, government, or affairs of the system to advance the financial or other private interests of the employee to others. Such disclosures depending upon the gravity of the results of disclosure, shall be considered grounds for dismissal.

SECTION 21. SUSPENSION. During the investigation, hearing or trial of an employee for any criminal charge, or during the course of any civil action involving an employee, when suspension would be in the best interest of the system, the supervisor, after consultation with the Administrator, may suspend the employee without pay for the duration of the proceedings as a non-

Yow
&
Fox
Mannen



ATTORNEYS AT LAW

102 NORTH FIFTH AVENUE • WILMINGTON, NC

(910) 762-2421 Office

(910) 251-9247 Fax

FACSIMILE TRANSMISSION

TO: MIKE / Carrie Fax No: 919
FROM: DAF Fax No: (910) 251-9247
RE: REQUEST
Date: 12/1/09 Pgs Transmitted: 1

IMPORTANT: This communication is intended solely for the use of the persons named above or others authorized to receive it. This communication may include privileged and confidential information and any use, dissemination or reproduction by unauthorized person is absolutely prohibited. If you have received this communication in error, please notify the sender immediately.

PLEASE BE ADVISED THAT WE
WILL FORWARD OUR INFORMATION THURSDAY
UPON THE RETURN OF CHAIRMAN - WANTED
HIM TO REVIEW PRIOR TO SENDING

Thank you
Jeff

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Newton Grove ABC

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Stanley Futrell TITLE Manager
SALARY \$ 22,307.34 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 4-16-08

NAME Lillie Harrell TITLE Cashier / Clerk
SALARY \$ 10,077.83 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 5-16-05

NAME Larry Britt TITLE Bookkeeper
SALARY \$ 10,291.28 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 6-30-01

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Stanley Futrell TITLE Manager
SALARY \$ 22,380.77 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 4-16-08

NAME Lillie Harrell TITLE Cashier / Clerk
SALARY \$ 9,326.50 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 5-16-05

NAME Larry Britt TITLE Bookkeeper
SALARY \$ 10,247.00 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 6-30-01

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Stanley Futrell TITLE Manager
SALARY \$ 22,120.03 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 4-16-08

NAME Lillie Harrell TITLE Cashier / Clerk
SALARY \$ 8,840.59 BONUS \$ N/A BENEFITS Yes ___ No ☒ HIRE DATE 5-16-05

NAME Larry Britt TITLE BookKeeper
SALARY \$ 10,101.50 BONUS \$ N/A BENEFITS Yes ☐ No ☒ HIRE DATE 6-30-01

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. None

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Charles H. Tart - \$420.00 Richard Warren - \$360.00
Jerry B. Jackson - \$360.00

Fiscal Year 2008

Charles H. Tart - \$420.00 Richard Warren - \$360.00
Jerry B. Jackson - 360.00

Fiscal Year 2007

Charles H. Tart - \$420.00 Richard Warren - \$360.00
Jerry B. Jackson - 360.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? None

Submitted by Name Larry T. Britt Title: BookKeeper Date: 11-28-09

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System North Wilkesboro ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 3 part-time 2
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME DALEO Lovette TITLE Supervisor
SALARY\$ 39,600.00 BONUS \$ 1176.93 BENEFITS Yes ☒ No ☐ HIRE DATE _____

NAME Lou Gunkin TITLE clerk
SALARY\$ 26,520.00 BONUS \$ 1070.00 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME Mike Bangle TITLE clerk
SALARY\$ 22,439.82 BONUS \$ 863.07 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME James Lovette TITLE OFFICE Supplemental Insurance
SALARY\$ 14,400 BONUS \$ 600.00 BENEFITS Yes ☒ No ☐ HIRE DATE 9-1-1965

NAME Roger Hayes TITLE Part Time Clerk
SALARY\$ 10.00/hr BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE _____
12 hours per week.

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Gerald Lankford, Chairman 1700.⁰⁰/year

Steve Gentry, member 600.⁰⁰/yr

Albert Miller, member 600.⁰⁰/yr.

Fiscal Year 2008

SAME

Fiscal Year 2007

SAME

5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No X If so, what? _____

7. Do you have a travel policy for board members/employees? Yes X No ___ If yes, when was it instituted? _____ Please attach a copy. 52/mile & all travel approved by Board

8. Do you have an ethics policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No ___

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No ___ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No X If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 52.00 mileage to Asheville

Submitted by Name David Smith Title: Supv. Date: 12-3-09

Follow State
Town Guide

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Northampton County

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time 9
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Kathy H. Gephart TITLE OFFICE MANAGER
SALARY\$ 27,691.84 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 2-20-96

NAME Emma B. Moody TITLE STORE MANAGER
SALARY\$ 23,745.56 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 6-3-85

NAME Aleene V. Boone TITLE STORE MANAGER
SALARY\$ 19,167.42 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-96

NAME Catherine L. Zetts TITLE STORE MANAGER
SALARY\$ 18,087.36 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1-1-04

NAME Tina S. Williams TITLE Substitute Clerk
SALARY\$ 9,426.44 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 1-2-08

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Kathy H. Gephart TITLE OFFICE MANAGER
SALARY\$ 26,962.57 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 2-20-96

NAME Emma B. Moody TITLE STORE MANAGER
SALARY\$ 23,172.68 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 6-3-85

NAME Aleene V. Boone TITLE STORE MANAGER
SALARY\$ 18,808.17 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-96

NAME Catherine L. Zetts TITLE STORE MANAGER
SALARY\$ 17,646.18 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1-1-04

NAME Margaret C. Draper TITLE Substitute Clerk
SALARY\$ 9,198.38 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 1-2-08

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Kathy H. Gephart TITLE OFFICE MANAGER
SALARY\$ 26,359.64 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 2-20-96

NAME Emma B. Moody TITLE STORE MANAGER
SALARY\$ 22,586.68 BONUS\$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 6-3-85

NAME Aleene V. Boone TITLE STORE MANAGER
SALARY \$ 18,752.72 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 10-1-96

NAME Catherine L. Zetts TITLE STORE MANAGER
SALARY \$ 17,250.84 BONUS \$ 0 BENEFITS Yes ☒ No ☐ HIRE DATE 1-1-04

NAME Margaret C. Draper TITLE Substitute Clerk
SALARY \$ 8474.41 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 1-1-04

✓ 3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Elsie B. Hilliard / Chairman - \$1500.00 Jasper Eley / Chairman - \$3631.52

Lewis Vincent - Board member - \$30.00 per meeting Aussie Broadbax - \$30.00 per meeting

Fiscal Year 2008

Jasper Eley / Chairman \$6000.00 Board Members =

Lewis Vincent - \$30.00 per meeting Aussie Broadbax \$30.00 per meeting

Fiscal Year 2007

Jasper Eley / Chairman \$6000.00 OB Spaulding - \$30.00 per meeting

Lewis Vincent - \$30.00 per meeting

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

✓ 7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? * Please attach a copy.

** When Personnel Policy was requested to be on File with STATE

✓ 8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? * Please attach a copy.

** When Personnel Policy was requested to be on File with STATE

✓ 9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

✓ 10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☒ No ☐

✓ 11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? * Please attach a copy.

** When Personnel Policy was requested to be on File with STATE

✓ 12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? * Please attach a copy.

** When Personnel Policy was requested to be on File with STATE

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Kathy H. Dugas Title: OFFICE MANAGER Date: 11-24-09

#3
To: All Employees
Date: May 19, 2009
From: Marcenda Rogers, HR Director
Subject: Premium Increase for Health Insurance

* Effective July 1, 2009, the premium Increase of Health Insurance will be as follows:

4 =

Coverage Type	Rate Per Pay Period		Rate Per Month		Total Premium
	Employee Cost	Employer Cost	Employee Cost	Employer Cost	
Employee	26.10	234.86	52.19	469.71	521.90
Employee/Spouse	260.96	234.86	521.91	469.71	991.62
Employee/Child	126.88	234.86	253.75	469.71	723.46
Employee/Children	208.76	234.86	417.51	469.71	887.22
Family	385.42	234.86	770.83	469.71	1240.54

Premiums are withheld one month in advance of coverage; therefore, the first deduction at the new rate will be reflected in the first payroll of June.

Only (4) out of 5 Highest paid receive Benefits
ABC Board pays 90% of insurance for employees

* Retirement (4-Employee) pay 6% of Salary
ABC Board pays 5.050% toward Retirement

#3

AMERICO FINANCIAL LIFE AND ANNUITY
GROUP INSURANCE PREMIUM STATEMENT

Life ins. pd by
ABC Board

INSURANCE COMPANY
PO BOX 410288
KANSAS CITY, MO 64141-0288
800-847-6166

KATHY GEPHART
NORTHAMPTON COUNTY ABC BOARD
BOX 277
JACKSON, NC 27845

Received
11-06-09

Group Number: 5013-013
Date of Statement: 10/1/2009
Premium Due Date: 11/1/2009
Premium Mode: M
Company ID: 2

Amounts of Insurance

Cert No	Name of Member	Date of Birth	Type of Change	Date of Change	Mos. Adj'd	No. of Lives	Life	AD&D	Dep. Life	Weekly Disability	Dr Back or Chrg Cr Refund	DR Total or Amount Cr Due
15	E MOODY	6/1/1948				1	10,000	10,000	0	0		15.30
19	KATHY GEPHART	3/1/1960				1	10,000	10,000	0	0		4.80
21	ALEENE V BOONE	12/1/1944				1	10,000	10,000	0	0		15.30
22	CATHERINE ZETTS	4/6/1963				1	10,000	10,000	0	0		4.80
Current Totals: 4							40,000	40,000	0	0	\$0.00	\$40.20

Coverage Rates

Life	0	Net Back Charge / Refund:	\$0.00
AD&D	0	Other Charges / Credits	\$0.00
Dependent Life	0	Prior Balance Due	\$0.00
Weekly Disability	0	Amount Due Now	\$40.20

g H

handicapped in his or her movements before declining to sell. A customer should never be accused of being "drunk." Employees will treat customers with courtesy at all times. Extreme care will be exercised when a sale is refused to a customer in order to prevent public embarrassment of the customer.

SECTION 14. Brand Recommendation Forbidden. Employees are not to show brand preference in the sale of merchandise. Although preference may not be shown, employees may assist customers who are uncertain of what they want or who to ask about prices or information.

SECTION 15. Exchange of Merchandise. Once a customer has left the store with merchandise, it cannot be exchanged. It should be explained that this procedure is for the customer's own protection, that we want everyone to be assured that he is the only one who has ever had that particular bottle out of the store. If, however, there is a complaint against the merchandise, such as an "off:" taste, bad color, etc..., the customer should be informed that we will have to wait for the distiller's decision after analysis, before replacing it. Get all the facts, including the customer's name, address, telephone number. The warehouse manager will pick it up for return to the distiller's representative.

ARTICLE VIII

Travel Policy

#7 Sections 1 through 9 of this Article will be applicable to permanent, full-time employees, Chairman and ABC Board members.

All personnel, law enforcement, Chairman and Board members that attend State ABC conventions are required to attend all meetings.

#7
(cont)

All personnel, law enforcement, Chairman and Board members that attend National ABC conventions are required to attend all meetings that pertain to North Carolina.

SECTION 1. Authorization. Travel on official ABC business outside of the state must be authorized by the ABC Board Chairman. A request for travel must describe the travel requested, the purpose of the trip, the period of time away from the ABC Board, and approval of the Board Chairman.

SECTION 2. Reimbursement for Mileage. ABC Board employees, Supervisor and Board members traveling away from the county on official business will be reimbursed as follows:

- (1) travel by ABC car, ABC Board pays total cost of operation and maintenance;
- (2) travel by personal car, amount per mile set by auditor to be reviewed annually;
- (3) travel by public conveyance with the prior approval of the Board Chairman, the actual cost of the fare, and
- (4) mileage for travel will be paid for the shortest usually travel route.

SECTION 3. Room and Board and Special Expenses.

- (1) Living expenses and meals for Chairman, law enforcement, Board members will be authorized only for trips lasting overnight or longer and will be reimbursed at the single occupancy rate.
- (2) Employees (law enforcement and Chairman) will be expected to commence the return to the ABC Board as soon as practical after the conclusion of their business.

If the results of the testing are positive, the employee, unless his job performance is otherwise unsatisfactory, shall not be dismissed, but shall be placed on probation on the condition that the employee seek treatment. On any subsequent drug testing of an employee, the employee may be dismissed if the results of the test are positive. Drug testing is not intended to be punitive except for employees who repeatedly violate the policy of the Board regarding drug and alcohol abuse.

Any employee who refuses to submit to alcohol, drug or controlled substance testing may be dismissed.

8 → SECTION 7. Conduct. Profanity, unbecoming talk or boisterous conduct is prohibited.

SECTION 8. Safeguarding Public Funds. The store manager and clerks will be held responsible for change funds entrusted to them, and will be required to reimburse any shortages.

9 → SECTION 9. Vendors' Representatives. (State ABC Board Regulations).
Salesman shall be prohibited from entering any ABC store except for the purpose of making a purchase. In no event shall any salesman visit an ABC store for the purpose of visiting with the store manager or store personnel, nor shall any salesman loiter or loaf in any ABC store, substitute for a clerk or store manager, or in any way promote his merchandise among store personnel at any time. Salesman shall not contact, either directly or indirectly, or call upon store personnel while store personnel is off duty for the purpose of promoting his merchandise. Store managers and store personnel shall be equally guilty of any infraction of this regulation. Salesman shall be prohibited from

giving whiskey or anything of value to store personnel, including store managers, at any time, and store personnel and store managers shall be equally guilty if they accept gifts, either directly or indirectly, from any salesman. All salesman should be directed to contact the office to conduct his business.

10 → It is the concensus of the Northampton County ABC Board that Board

Members and Chairman may accept an occasional meal and/or novelty item of minimal value from industry members as part of the day to day business.

SECTION 10. Amounts of Alcoholic Beverage That May Be Purchased.

Employees of local ABC Boards are prohibited from selling more than eight liters of spirituous liquor to a person at one time, under G.S. 18B-303.

SECTION 11. Purchase-Transportation Permit. With a purchase-transportation permit, a person may purchase and transport an amount greater than the amount specified in G.S. 18B-303. A permit authorizes the holder to transport from the place of purchase to the destination within North Carolina indicated on the permit at one time the following amounts of alcoholic beverages:

- (1) A maximum of 100 liters of unfortified wine;
- (2) A maximum of 40 liters of either fortified wine or spirituous liquor, or 40 liters of the two combined;
- (3) The amount of fortified wine or spirituous liquors specified on the purchase-transportation permit for a mixed-beverage permittee.

A purchase-transportation permit shall not be issued to a person who:

ARTICLE III

Appointment

SECTION 1. Appointments. The Board shall be responsible for recruiting and/or employing such employees as are authorized. After qualifications and experiences of the applicant, the Board shall assign the position and salary of the new or promoted employee.

SECTION 2. Qualification Standards. Employees shall meet the employment standards established by the Board.

11. SECTION 3. Limitation on Employment of Relatives. Two members of an immediate family shall not be employed at the same time, at the same location. Immediate family is defined as husband, wife, father, daughter, son, sister, brother, half-sister, half-brother, stepmother, stepfather, stepdaughter, stepson, stepsister, stepbrother, grandmother, grandfather, granddaughter, grandson, mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, and brother-in-law.

SECTION 4. Probationary Period. All appointments to full-time positions shall be for a probationary period of three (3) months. Before the completion of the probationary period, the Chairman shall report to the Board:

- (a) that he/she has discussed the new employee's progress (accomplishments, strengths, failures, and weaknesses) with the new employee, and
- (b) whether the new employee is performing satisfactory work,
- (c) whether the employee's probationary period should be extended three months, or
- (d) whether the employee should be discharged, or

SECTION 3. Responsibility of the Chairman. The Chairman of the Northampton County Alcoholic Beverage Control Board shall be responsible for the management of the personnel policies and rules which shall apply to all appointed employees, except as otherwise provided by Section 4 of this Article. The Chairman shall obtain and utilize salary information from various sources, and shall perform such other duties in connection with an adequate personnel program as the Board shall require. All matters dealing with personnel shall be routed through the Chairman who shall maintain proper personnel files and records.

SECTION 4. Employees Subject to Resolution. The provisions of this Resolution shall be applicable to all full-time employees. The employment of part-time and temporary employees shall be governed by this Resolution to the extent that it is applicable and by such other regulations as are adopted by the Board upon the recommendations of the Chairman.

ARTICLE II

Salary Plan

#12 SECTION 1. Maintenance of Salary Plan. The Board shall be responsible for the administration and maintenance of the salary plan. Each year the Supervisor shall secure information concerning the general level of salaries paid and fringe benefits provided by the ABC Board, the salaries paid and fringe benefits provided by comparable municipal, county and state employees, and any change in the cost of living in the area during the fiscal year. The Board shall conduct continuing studies of the internal relationships between classes in order to reduce or eliminate inequities between classes of positions.

#12
(cont.)
Based on its studies and the general financial conditions, the Board shall make such increases, reductions, or amendments of the salary plan as it deems necessary to maintain the fairness and adequacy of the salary plan.

SECTION 2. Pay Period. All employees shall be paid monthly. Pay day normally shall be on the twenty-fifth day of the month.

SECTION 3. Salary of Trainee. A new employee shall be placed on the salary scale on a level below the minimum salary established for the position. The employee shall continue to receive a reduced salary during a probationary period until the supervising department head with the approval of the Board shall determine that the trainee is qualified to assume the responsibilities of the position, or until the end of that probationary period when the employee is either discharged or moved to a listed rate in the salary range established for the position.

SECTION 4. Salary of Promoted Employee. An employee promoted to a position in a class having a higher pay range may receive a salary increase commensurate with the difference in the two positions, or an increase to the minimum step of the new salary range, whichever is higher. If an employee fails to complete successfully his probationary period following promotion, he shall be reinstated in his former position or in a position in the same class at his former salary.

SECTION 5. Salary of Part-time Employees. The pay plan established by this Resolution is for full-time service. An employee may be appointed for less than full-time service but shall be paid at an hourly rate approved by the Board.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System NORWOOD

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 3
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Lanny Whitley TITLE Manager
SALARY\$ 31400.00 BONUS\$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 7-89

NAME Melissa Colson TITLE Clerk
SALARY\$ 3050.25 BONUS\$ 25.00 BENEFITS Yes ☐ No ☒ HIRE DATE 8-8-06

NAME Bobby Clark TITLE clerk
SALARY\$ 10109.25 BONUS\$ 25.00 BENEFITS Yes ☐ No ☒ HIRE DATE 11-27-06

NAME James Irvin TITLE clerk
SALARY\$ 4824.25 BONUS\$ 25.00 BENEFITS Yes ☐ No ☒ HIRE DATE 6-6-08

NAME _____ TITLE _____
SALARY\$ _____ BONUS\$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Lanny Whitley TITLE Manager
SALARY\$ 31,450.00 BONUS\$ 200.00 BENEFITS Yes ☒ No ☐ HIRE DATE 7-89

NAME Melissa Colson TITLE Clerk
SALARY\$ 2701.60 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 8-8-06

NAME Bobby Clark TITLE clerk
SALARY\$ 9012.40 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 11-27-06

NAME James Irvin TITLE clerk
SALARY\$ 283.50 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 6-6-08

NAME _____ TITLE _____
SALARY\$ _____ BONUS\$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME LANNY WHITLEY TITLE Manager
SALARY\$ 29,080.00 BONUS\$ 0.00 BENEFITS Yes ☒ No ☐ HIRE DATE 7-89

NAME Melissa Colson TITLE Clerk
SALARY\$ 2646.00 BONUS\$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 8-8-06

NAME Bobby Clark TITLE clerk
SALARY\$ 4306.50 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 11-27-06

NAME Henry Thompson TITLE clerk
SALARY\$ 4165.76 BONUS \$ 0 BENEFITS Yes ☐ No ☒ HIRE DATE 11-05

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Jerry W. Almond Sr. - \$960.00 / Robert D. Smith - \$480.00
Jerry A. Rogers - \$120.00

Fiscal Year 2008

Same
Ralph Vick - 480.00

Fiscal Year 2007

Same
Ralph Vick - 480.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? REVISED 2008 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☒ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☒

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1997 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ☐ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name LANNY WHITLEY Title: MANAGER Date: 11-27-09

Benifits For full time:

- 1.Health Insurance(Paid)**
- 2.5 Paid Holidays**
- 3.Sick Days**
- 4.Christmas Bonus(depends on sales)**
- 5.3 weeks paid vacation**

COMPLAINTS. IN THE EVENT THAT AN EMPLOYEE FEELS THAT HIS PROBLEM IS NOT HANDLED TO HIS SATISFACTION, THE MANAGER WILL REFER THE EMPLOYEE TO THE ABC BOARD AND MAKE AN APPOINTMENT FOR HIM TO DISCUSS THE PROBLEM WITH THEM. THERE MAY BE RARE TIMES AND CONDITIONS WHEN AN EMPLOYEE MAY WISH TO GO DIRECTLY TO THE FULL ABC BOARD.

GENERAL INFORMATION

- THE ABC STORE IS SUPERVISED BY A MANAGER AND A CLERK WHO IS ASSISTANT MANAGER.
- SALARIES ARE REVIEWED ANNUALLY BY THE BOARD.
- NO CLERK MAY ACCEPT ANY GIFTS OF MATERIAL VALUE OR BE ENTERTAINED BY ANY VENDOR.
- THE BOARD HAS ITS REGULAR MEETING THE FIRST TUESDAY IN EACH MONTH AT 7:00 P.M. AT THE STORE OFFICE. THE BOARD CAN CALL A MEETING IF THE MANAGER HAS ANY SERIOUS COMPLAINTS.
- IF A FULL-TIME EMPLOYEE IS TERMINATED, HE WILL RECEIVE ONE WEEK'S SEPARATION PAY.
- THE STORE IS AUDITED ONCE A YEAR, ON JULY 1.
- THE STORE HAS A BURGLAR ALARM SYSTEM ON EACH DOOR.
- THE STORE WILL PAY OVERTIME TO AN EMPLOYEE WHEN HE IS ASKED TO WORK OVER THE 40-HOUR MAXIMUM.
- A PART-TIME EMPLOYEE RECEIVES NO BENEFITS AND IS USED FOR FILL-IN ON VACATIONS AND DURING SICKNESS.
- ALL EMPLOYEES WORK ADDITIONAL HOURS UNLOADING LIQUOR WHEN IT ARRIVES AND WHEN TAKING INVENTORY. TIME AND ONE-HALF IS PAID FOR ALL HOURS OVER A 40-HOUR WEEK.
- ALL EMPLOYEES EXCEPT THE MANAGER CLOCK IN AND OUT EACH DAY WORKED.

PAY CLASSIFICATION PLAN

_____ THE ABC BOARD HAS ADOPTED A PAY PLAN WHICH CLASSIFIES EACH JOB IN THE SYSTEM. THE MANAGER WILL INFORM THE EMPLOYEE OF THE RATES CURRENTLY IN FORCE.

EMPLOYMENT OF RELATIVES

_____ TO INSURE FAIR TREATMENT AND EQUAL OPPORTUNITY TO ALL EMPLOYEES OF THE ABC STORE, THE ABC BOARD DOES NOT ENCOURAGE HIRING A MEMBER OF THE IMMEDIATE FAMILY OF A PRESENT EMPLOYEE. IMMEDIATE FAMILY IS DEFINED AS HUSBAND, WIFE, SON, DAUGHTER, FATHER, OR MOTHER.

TRAVEL POLICY

- FOLLOWING IS THE TRAVEL POLICY OF THE NORWOOD ABC BOARD AND ITS EMPLOYEES
- FULL REIMBURSEMENT OF MOTEL/HOTEL ROOM UPON THE PRESENTATION OF RECEIPT.
- MILEAGE REIMBURSEMENT AT THE RATE OF FIFTY-EIGHT AND ONE HALF CENT (\$0.585) PER MILE FOR THE USE OF A PERSONAL VEHICLE. REVISED (JULY 2008)
- MEAL ALLOWANCE OF \$16.00 PER DAY FOR BOARD MEMBER AND EMPLOYEE MEALS EXCEEDING \$16.00 PER DAY WILL BE REIMBURSED UPON PRESENTATION OF RECEIPTS BY BOARD MEMBER OR EMPLOYEE.
- OTHER EXPENSES WILL BE REIMBURSED UPON PRESENTATION OF RECEIPTS.